

Materials Management Training Schedule  
Fall 2023



<u>ID</u>	<u>Title</u>	<u>Date</u>	<u>Prerequisites</u>
PR217	Creating and Managing Purchase Orders	Sept. 6-7	PR101V
PR260	Strategic Purchasing and Contract Management	Oct. 10-11	PR101V PR217 (recommended)
REP210	Reporting with BEx for Finance/Materials Management Users	Sept. 21	SCEIS Validation
SPC200	SCEIS Shopping Cart Workshop	Nov. 7	SPC100V SPC110V SPC130V

Click on course title for additional information.

Registration Instructions

1. Log in to SCEIS Central.
2. Click the My Talent tile.
3. Click the My Learning tile (first-time users create a PIN).
4. In the Find Learning tile, search by course ID or “SCEIS” and click “Search.”

Online Courses

5. Find course title.
6. Click “Start Course.”

Instructor-led Courses

5. Below the course title, click “See Classes.”
6. Select class date and click “Register Now.”\*
7. At the Registration box, click “Confirm.”
8. Receive email confirmation with details and instructions.

\*You must “Register Now” to reserve a seat. “Assign to Me” does not register you.

Online Courses  
24/7 Access

- BEX100V: Reporting with BEx
- BOBJ100V: Intro to Reporting with BOBJ
- ECC100V: ECC Basic Navigation
- MML100V: Processes for Agency Material Master Liaisons
- PR101V: Foundations of Procurement
- SPC100V: SCEIS Shopping Cart Process Overview
- SPC110V: SCEIS Shopping Cart Creation
- SPC120V: SCEIS Shopping Cart Approval
- SPC130V: SCEIS Shopping Cart Approval